



## **Development & Administrative Intern (Summer and Fall Internships Available)**

If you want to make a difference while getting real experience at a nonprofit, this is your chance! The Autism Society of Northern Virginia is currently seeking Development & Administrative Interns for the fall.

The Development & Administrative Intern will assist the Managing Director with aspects of fundraising, events management, event promotion, and more. The ideal candidate will be interested in nonprofit management, disability services, or disability rights & advocacy.

Duties include but are not limited to:

- Assisting with the logistics of fundraising events
- Processing and acknowledging donations
- Managing administrative & office duties while on site at the office (such as answering the phone, greeting any visitors, etc)
- Entering information into the database
- Preparing reports and materials for the Development Committee and Board of Directors
- Drafting newsletters, social media posts, flyers, and other marketing materials
- Other duties as assigned

Work will be done on-site at our Oakton office (public transit accessible), at events, and through telework. Flexible schedule to accommodate classes or other employment; intern will be expected to put in 15-20 hours of work per week for 12 weeks. Travel stipend available.

Applications will be reviewed on a rolling basis; please apply by August 25 for first consideration.

ASNVA values diversity! People of color, women, LGBTQIA+, and disabled individuals are especially encouraged to apply.

To apply, please email a resume and a cover letter that explains why you are interested in this internship to [eroy@asnva.org](mailto:eroy@asnva.org) with the subject line "Development & Administrative Intern Application."